

Terms and Conditions for the hire of rooms at Gloucester District Scouting Centre (Murray Hall) Tuffley

IN CONSIDERATION of the above hiring to the Booking Secretary, Murray Hall, Tuffley Lane, Tuffley, Gloucester GL4 0NU (Tel 0844 588 975) on behalf of Gloucester District Scout Council, **the following conditions apply:**

1. All bookings must be agreed in advance with the Booking Secretary, including the room(s) as agreed;
2. All persons present must be made aware of the location of emergency exit doors and fire extinguishers;
3. The maximum number of people present in the building at any one time must not exceed 150;
4. Gloucester District Scout Council will be reimbursed the full cost of any repairs or replacements necessary due to damage or misuse caused during the hiring, or any costs incurred as a result of non-compliance with the terms of this agreement;
5. Gloucester District Scout Council does not accept liability for any loss of or damage to any vehicles or property while on its premises. Equally Gloucester District Scout Council does not accept liability for any harm or injury that may be suffered by any person using or visiting its premises under this agreement unless due to its negligence;
6. It is understood that Murray Hall is not licensed under the Licensing Act 2003 and that it is the responsibility of the hirer to establish if a licence is required, and if required apply for and obtain the licence, including payment for any associated fees. A copy of this Licence must be shown to the Booking Secretary;
7. Where alcohol is being consumed, it is the responsibility of the Hirer to ensure that adequate measures are in place to ensure that no minors are served or allowed to consume alcohol. This may, at the discretion of Gloucester District Scout Council require a registered door person to attend the event;
8. A charge of £200 will be made for the replacement of any unreturned keys loaned to you as part of this agreement;
9. A non-returnable deposit of £20 must be made to secure any booking;
10. Full payment should be made prior to the event. Payment may be made with cash, cheque (made payable to Gloucester District Scout Council) or by bank transfer. Full bank details available at the time of booking;
11. Once agreed, a booking must be cancelled in writing to the Booking Secretary, with at least 7 days' notice. If less than 7 days' notice is given the entire hiring fee will be charged;
12. It should be noted that the black wheelie bin outside the kitchen should only be used for kitchen waste and on no account should black plastic bags of waste be left outside the building. If the wheelie bin is full it would be appreciated if any additional waste is removed from the building and disposed of privately. In any case, the disposal of any non-kitchen waste generated by The Hirer should be the responsibility of The Hirer and should not be left at Murray Hall.

Safety Procedures

13. **The Hirer** shall take charge in an emergency situation, so **The Hirer** should make themselves aware of the layout of the building, particularly the location of all Fire Exits and safety notices. **The Hirer** will be responsible for ensuring that the Emergency Services are summoned, for ensuring that the premises are evacuated, where necessary, and for communicating with the Emergency Services on their arrival.
14. **Exit doors and gangways:** Exits and gangways should be kept clear of obstructions at all times.
15. **Fire:** If fire should be suspected in the building the priority is to evacuate the premises and **The Hirer** should advise which exits to use.

16. **Assembly Point:** The assembly point for all evacuees is the far corner of the car park to allow Emergency Vehicles easy access. Evacuees should remain there until the all clear by **The Hirer**.
17. **Evacuation Drills:** It is recommended that **Hirers** using the halls on a regular basis undertake evacuation exercises at least every 6 months, but not on a predetermined basis.
18. **Health and Hygiene:** **The Hirer** shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.
19. **Accidents and Dangerous Occurrences:** **The Hirer** must report all accidents involving injury to the public to a member of the Booking Secretary as soon as possible. Any failure of equipment other than belonging to the hall or brought in by **The Hirer** must also be reported as soon as possible.
20. **Compliance with the Children Act:** **The Hirer** shall ensure that any activities for children comply with the provisions of The Children Act of 1989 and that only fit and proper persons have access to the children.
21. **Safeguarding:** It is the responsibility of **The Hirer** to safeguard vulnerable adults and children and to complete risk assessments.
22. **Electrical Appliance Safety:** **The Hirer** shall ensure that any electrical appliances brought into the premises and used there shall be safe and in good working order and used in a safe manner.
23. **Indemnity:** **The Hirer** shall indemnify the committee for the cost of repair of any damage done to any part of the property or the contents of the buildings, which may occur during the period of the hiring as a result of the hiring.

On completion of the hire

- Ensure that all chairs and tables are replaced tidily in their correct storage spaces;
- Close and lock all windows and securely fasten all shutters;
- Switch of all lights;
- Close and lock all external doors, including the emergency exit from the main hall;
- Turn off the electric power at the main switch located by the external kitchen door.
- Close and lock the perimeter gate and leave the keys in the agreed place.

Updated 16 September 2018